

January 14, 2019

TO: Elections and Capitol Divisions

FROM: Michael Ross, Deputy Secretary of State and Chief of Staff

RE: Process for Identifying Duties Related to Proposed Constitutional Amendments

Following you will find the newly adopted policy for identifying publication requirements for proposed constitutional amendments. This policy shall be effective immediately.

Policy for Identifying Proposed Constitutional Amendments for Publication

While by its very nature, a proposed constitutional amendment requiring publication is an extraordinary event; nonetheless, some simple procedures will ensure that all proposed constitutional amendments are identified and published as required by law.

1. The legislative liaison(s) shall review all joint resolutions proposed by each chamber noting and tracking any proposed constitutional amendments. They shall send copies of each joint resolution to the Deputy Secretaries of State, Deputy Commissioner of Elections and Legal Counsel.
2. The Deputy Secretaries of State, Deputy Commissioner of Elections and Legal Counsel shall review each joint resolution filed with the Secretary of State to determine if any direction is provided by the General Assembly to the Secretary of State and determine if a constitutional amendment has been proposed.
3. At the conclusion of each General Session, the Secretary of State shall schedule and hold a meeting with the Secretary of the Senate and Chief Clerk of the House to review the journal and discuss any joint resolutions that require action on the part of the Secretary of State.
4. The Secretary of State shall request that the Secretary of the Senate and the Chief Clerk of the House flag any proposed constitutional amendments for special attention before they are submitted to the Secretary of State for filing.
5. After the conclusion of each legislative session, the Deputy Secretaries of State, Deputy Commissioner of Elections and Legal Counsel shall review the Iowa Legislative Service's records and study each joint resolution. They shall in turn instruct the publication of any proposed constitutional amendment.
6. This process will be included with transition documents at the time that a new Secretary of State is elected. The new administration will be strongly encouraged to retain this policy.

The combination of the aforementioned steps will ensure that all publication requirements for proposed constitutional amendments will be met in a timely manner. I would be more than happy to review the policy with each of you, if you have any questions.